



BOARD OF SELECTMEN RECORD OF MEETING  
**AUGUST 20, 2019**  
WINDSOR TOWN OFFICE

Note: This record of meeting may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

**Members Present:** Richard H. Gray, Jr., Ray Bates, William Appel, Jr., Ronald F. Brann and Andrew Ballantyne.

**Members Absent:** None.

**Public Attending:** Tom Reed, Sandra Isaac, and the following ladies from the Windsor Ladies Aid: Sheila Ready, Judy Baker, Ruth Jones, Carolyn Greenwood and Diana Gardner.

**Employees Attending:** Theresa L. Haskell (*Town Manager*), Keith Hall (*Road Supervisor*), Vern Ziegler (*Tax Assessors' Agent*), David Coons (*Transfer Station Attendant*), Tim Coston (*Transfer Station Supervisor*) and Debbie French (*Selectmen Secretary*).

Ray Bates called the meeting to order at 6:01 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes:

**William Appel, Jr. made a motion to approve the August 6, 2019 minutes as read seconded by Ronald F. Brann and approved 5-0-0.**

The Ladies Aid was the recipient of the Spirit of America Award this year. Theresa spoke about the Ladies Aid, Ray Bates read the certificate out loud and the Board & Theresa thanked the ladies for all they've done for our community, signed the certificate and presented it to them. A short break was taken from the meeting while pictures were taken of the Board and the Ladies Aid with the award.

**Tax Commitment:**

Tax Assessors' Agent, Vern Ziegler, was in the meeting for the Commitment of FY2020 Taxes.

**Andrew Ballantyne made a motion at 6:20 p.m. to suspend as Board of Selectmen and to convene as Board of Assessors seconded by William Appel, Jr. and approved 5-0-0.**

**Ronald F. Brann made a motion to approve the August 13, 2019 Board of Assessors minutes as read seconded by William Appel, Jr. and approved 4-0-1 with Andrew Ballantyne abstaining as he was not in attendance for this meeting.**

Vern explained how the tax commitment process works to new board member, Andrew Ballantyne. Vern went over the 2019 Municipal Tax Rate Calculation Standard Form with the Board. Vern and Theresa are recommending a mil rate of 0.0126 or 0.0127. **Ronald F. Brann made a motion to approve the mil rate of 0.0127 as recommended by Tax Assessors' Agent, Vern Ziegler and Town Manager, Theresa L. Haskell, seconded by Richard H. Gray, Jr. and approved 5- 0-0.**

**Andrew Ballantyne made a motion to suspend as Board of Assessors at 6:51 p.m. and to reconvene as Board of Selectmen seconded by Richard H. Gray, Jr. and approved 5-0-0.**

**Public Works – Keith Hall:**

- a) Keith said the Reed Road is going great.
- b) Keith said he has a \$14,000 price from Viking for a Down Easter electric sander for the new truck (#7). He will also have a price from H.P. Fairfield for an electric sander.

- c) Theresa said we have had several calls come in regarding the sale of the two older trucks and most of them would like to see the truck/s before making a bid.

**Transfer Station – Timothy Coston:**

- a) Theresa passed out the corrected monthly figures (quantities listed).
- b) Theresa feels that the Transfer Station should only be open from 9-12 the Saturday of the fair and the Board agrees. Debbie needs to make the signs tonight so they can be posted first thing tomorrow.

**Animal Control Officer – Kim Bolduc-Bartlett:** Nothing.

**Cemetery Sexton – Joyce Perry:**

- a) Joyce has not been feeling well and cancelled the meeting for Monday, August 19<sup>th</sup>.

**Public Comment:** None.

**Consideration of Warrants # 7 and # 8:**

**Andrew Ballantyne made a motion to approve Warrants # 7 and # 8 seconded by Richard H. Gray, Jr. and approved 5-0-0.**

**Town Manager’s Items:**

- a) Opening of PW Garage Bids:

<b>Name of Bidder</b>	<b>Amount of Bid</b>
Avery Construction	\$10,500.00
Shawn Raymond Construction	\$27,921.00

Avery Construction’s bid was considerably lower than that of Shawn Raymond Construction’s bid which made the Board wonder if something had been overlooked. A call was made to Dick Avery and he said that he would review his bid and get back to us.

- b) Certificate of Appointment for the Alternate Appeals Board Member: **Richard H. Gray, Jr. made a motion to appoint Laurie Thomas as an Alternate Appeals Board Member seconded by Andrew Ballantyne and approved 5-0-0.**
- c) Theresa said our auditor Keel Hood was here last week and said that we need to carry forward \$59,820.90 from Major Road Construction remaining monies left in 2018/2019 and move to Major Road Construction/Bridge/Culvert Reserve 2019/2020. **William Appel, Jr. motion to carry over \$59,820.90 from Major Road Construction to Major Road Construction/Bridge/Culvert Reserve 2019/2020 seconded by Ronald F. Brann and approved 5-0-0.** Keel also said that we have budgeted \$10,000 each year for the Bridge Account and back in 2017 the \$10,000.00 wasn’t added to the CD so he suggested that we write a check for \$10,000.00 to be added to the Bridge Account CD. **William Appel, Jr. made a motion to write a check for \$10,000.00 to be added to the Bridge Account CD seconded by Richard H. Gray, Jr. and approved 5-0-0.**
- d) CMP Pole Permit: On Taylor Road a CMP Pole Permit is needed to add pole #77 to end of the road. **William Appel, Jr. made a motion to approve a CMP Pole Permit for pole #77 to be added to the end of Taylor Road seconded by Andrew Ballantyne and approved 5-0-0.**
- e) Theresa said we received a copy of a letter that DOT wrote to LiveMore, LLC indicating the encroachment of yard sale items that needed to be put out of the right-of-way on Route 17.
- f) Theresa received an Official Ballot from Kennebec Valley Council of Governments (KVCOG) for the election of KVCOG officers by September 20<sup>th</sup>. As the Chairman of the Board, Ray Bates will be filling out the ballot.
- g) There will be an Elected Officials Workshop on December 19<sup>th</sup> in Augusta which Andrew Ballantyne will be attending.
- h) The Maine Municipal Association (MMA) Annual Convention is being held in Bangor this year at the Cross-Convention Center on Tuesday, October 2<sup>nd</sup> and Wednesday, October 3<sup>rd</sup>. The Board agreed that the full staff should attend for that Wednesday.

Selectmen's Items: None.

**Continuation of Commitment of Taxes:**

**Andrew Ballantyne made a motion at 8:02 p.m. to suspend as Board of Selectmen and to reconvene as Board of Assessors seconded by Ronald F. Brann and approved 5-0-0.** Vern came back into the meeting with the completed mil rate paperwork for the Board to sign.

**Ronald F. Brann made a motion to accept and sign the Assessor's Certification Assessment, 2019-2020 Municipal Tax Assessment Warrant, Certificate of Commitment and the Certificate of Assessment to be returned to the Municipal Treasurer as presented seconded by Andrew Ballantyne and approved 5-0-0.**

**Andrew Ballantyne made a motion to adjourn as Board of Assessors at 8:14 p.m. and to reconvene as Board of Selectmen seconded by Ronald F. Brann and approved 5-0-0.**

**Ray Bates adjourned the Board of Selectmen Meeting at 8:27 p.m.**

Ray Bates re-opened the meeting at 8:31 p.m. **Ronald F. Brann made a motion to authorize Theresa to approve the bid from Avery Construction if his bid remains under \$15,000.00 after he confirms the correct bid amount seconded by Richard H. Gray, Jr. and approved 5-0-0.**

Ray Bates adjourned the meeting at 8:35 p.m.

These minutes were approved by the Board of Selectmen with the correction of changing lower case board to upper case Board on page 3-1<sup>st</sup> paragraph on **September 3, 2019.**

**The next Regular Board of Selectmen's Meeting on Tuesday, September 3, 2019 at 6:00 p.m. at the Windsor Town Hall.**

Respectfully Submitted,

Debbie French  
Board of Selectmen Secretary